

SPAWAR Purchase Card Policy Notice (S-PCPN 12- 004)

Note: Level 5 APCs - It is your responsibility to give this Policy Notice widest dissemination to include all AOs & CHs.

March 2012

PURPOSE: This S-PCPN addresses policy for Increasing Opportunities for Small Business in Micro-Purchases.

OVERVIEW: A memorandum was sent out December 2011 for Chief Acquisition Officers & Chief Financial Officers:

SUBJECT: “Increasing Opportunities for Small Business in Purchase Card Micro-Purchases. The memorandum instructs agencies to include appropriate consideration of Small Business.

ACTION/GUIDANCE:

1. APCs shall notify all CHs/AOs of the requirement to consider small business when making Micro-Purchases.
2. Each site shall update Purchase Card training to ensure cardholders understand the necessity of ensuring cardholders place a reasonable proportion of Micro-Purchases with small business.
3. Each site shall update their IOP to instruct CHs/AOs to include “Appropriate consideration” of small business in Micro-purchases.
4. Navy Policy continues to make it mandatory to use e-Mall (Navy Corridor) for office supplies.
 - Purchase Card training and IOP guidance should address DoD e-Mall capabilities to search for small business.

If you have any questions please call the SPAWAR level 3 APC, Randy Grau.

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